



THE CITY OF REDMOND
PARKS AND RECREATION DEPARTMENT

Dear Prospective Pony Club Member:

Thank you for your interest in Redmond Parks and Recreation Department Farrel-McWhirter Farm Volunteer Pony Club Program. Enclosed is information about the program and the training offered. This information packet will provide you with all the information you need to get started.

A Pony Club Volunteer Member must be responsible and reliable and should enjoy lots of public contact and working with animals. Volunteers should be at least 12 years old. Membership cost is \$15.00 for the first year and \$12.00 for each subsequent year. Members will receive a Pony Club tee shirt each year with dues payment. Pony Club has three specific sections: Volunteer assistant, Pony Club meetings & activities and training program.

Pony Club Volunteer Assistant Program: Pony Club members are volunteers who assist with an equestrian educational program for children 4 – 12 years old at Farrel-McWhirter Park. Members are a vital part of the program. They are always under supervision and direction of a trained staff person. Volunteers primarily work with two children and a pony during the classes. The instructor gives the main class instruction and then breaks children into pairs to work with the volunteer and pony. Volunteers are responsible for handling the ponies, assisting with grooming, tacking the pony before and after the class and provide students with assistance with their lesson.

Pony Club Meetings & Activities: Meetings are the second Thursday of the month at the Old Redmond Schoolhouse Community Center from 6:30 to 8:00 PM. **Attendance is important!** Meetings are designed to provide members with information on upcoming events, training, and projects. Pony Club has a President, Vice President, Secretary, Treasurer and various committees for things such as fundraising, historian, welcome, and advertising. Each September new officials and committees are elected. Meetings are also essential for planning fundraisers, fieldtrips, and parties. (We have a lot of fun too!)

Pony Club Training Program: Eligibility for training rides requires a minimum of volunteer hours worked in a month. Members' skills will be assessed so that an appropriate training program can be implemented. Since information is presented at each class, which is not contained in any written material, regular attendance is expected. Sign ups for training rides will be offered at the Pony Club meetings. Earned training ride times are determined by the availability and health of the ponies, skill level of the member, and the amount of volunteer hours accomplished.

If you are interested in applying for the Pony Club program, please fill out the enclosed application and return it with your \$15.00 membership dues as soon as possible – spaces fill quickly. If you have any questions, please call me.

Sincerely,

Pam

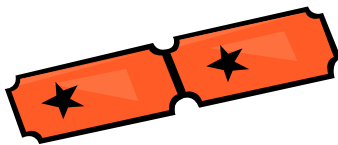
PAMELA MCMAHON
Farm Coordinator
Parks and Recreation Department
City of Redmond
425-556-2309

Redmond Parks and Recreation Department

Farrel-McWhirter Park Pony Club

Our Mission Statement:

To provide a healthy, safe and fun environment for our Pony Club participants to learn skills that enable them to progress to horse/pony ownership or future horsemanship endeavors and to develop in youth the characteristics of responsibility, leadership, and self-confidence. Our Pony Club also provides a happy and positive atmosphere for the patrons of City of Redmond Farrel-McWhirter Park.



Pony Club Incentives:

- Discounted or FREE admission to selected Redmond Parks and Recreation Department equestrian learning events and programs, such as horse information seminars
- Eligible for monthly prize drawings, number of entries in drawing may depend on the number of hours worked
- Field trips, parties, sleepovers, & games
- Certificates for outstanding performance
- Letter Rosettes, ribbons, and formal certificates for each level attained
- Letter of Recommendation for employment and college
- Name tags with level rating (in stick-on stars)
- Verification of community service worked for schools
- T-shirt and identification badge
- Workbooks and binders

Introduction to Farrel-McWhirter Pony Club Levels of Achievement

The following levels of achievement are guidelines for Farrel-McWhirter Pony Club members to accomplish throughout their time with the Redmond Parks and Recreation Department. These levels were developed in increments of 100 hours as a park program volunteer. This time provides the participant enough “hands-on” time with the ponies, practicing their skills in order to achieve the next level of achievement. These volunteer hours are supplemented with meetings, training, riding and/or other written resources. This is intended to be an all-inclusive educational experience that promotes safe, knowledgeable horsemanship. The program builds a solid foundation for future horse endeavors. Level testing is held two times per year per level, primarily in the spring and fall.

LEVEL ONE * - 100 HOURS OF VOLUNTEERING

Basic Knowledge:

- Safety rules around horses and why.
- Basic grooming tools and routine and reasons for grooming.
- How to safely catch, halter, lead and tie the pony.
- How to saddle and bridle, English and Western riding techniques.
- How to adjust stirrups, English and Western.
- Basic parts of saddle and bridle, English and Western.
- Basic parts of the horse.
- Public relations- can give thorough and program complimentary instruction to participants as well as demonstrates good public relations with parents and park visitors.
- Knows specific verbal commands for the FM ponies and acceptable discipline methods for minor behavior problems.

Stable Management Practices:

- Basic feeding routines and feed types.
- Basic Equine first-aid.
- Water needs of horses- when and when not to.
- Care after riding.
- How to turn out a horse.
- Tack room neatness and cleanliness.
- How to clean tack, dismantle pieces and put back together.
- Barn safety rules.

Riding and Handling Skills:

- Mount and dismount correctly, English and Western.
- Sit with correct body position at the halt and walk using correct
- Heels down when mounted.
- Halt correctly.
- Hands low and quiet at the walk and halt.

LEVEL TWO ** - 200 HOURS OF VOLUNTEERING

Basic Knowledge:

- All parts of saddles, English and Western interior and external, and their function.
- All parts of bridle, English and Western and their function.
- List 5 other types of bits, besides a snaffle and curb and their function or purpose.
- All parts of the horse- external.
- Basic parts of horse- internal
- List 5 styles of riding and basic principles and differences.

Stable Management Practices:

- Stall cleaning and bedding options.
- Equine nutrition and water needs.
- Pasture management, safety and fencing.

Riding and handling skills:

- Turn pony at walk using correct hand and leg aids, English and Western.
- Demonstrates correct body position up and down hills and when horse is urinating.
- Can demonstrate half-seat at walk with heels down.
- Can control a seated trot with no reins and minimal bouncing.
- Can ride at a walk, the entire circumference of arena on the rail.
- Can ride a consistent straight line across the arena.

LEVEL THREE * - 300 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Equine colors.
- Markings, facial and body.
- Basic Equine conformation.
- Basic breed and characteristics of each.
- Know how to weigh and measure a horse.

Stable Management Practices:

- Stable vices- causes and corrections.
- Horse hooves- external and internal structure.
- Shoeing principles- understanding and observation.
- Ailments of the feet, legs and treatments.

Riding and Handling Skills:

- Correct hand/mouth contact at a walk and a trot.
- Can demonstrate appropriate rein collection and lengthening at each pace.
- Ride figure 8 at seated trot, 20m on each side.
- Can back straight 5 feet.
- Can transition smoothly from walk to jog to trot and jog to walk.
- Can recognize signs of tiring.

LEVEL FOUR ** - 400 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Knows the basic psychology and behavior of horses.
- Basic fundamentals of equine conditioning.
- Can lunge horses and can describe the reasons and benefits for horse and rider.
- Introduction to harnesses and driving.
- Can describe behavior problems and remedies along with possible causes.

Stable Management Practices:

- Basic health and veterinary care knowledge, including identifying typical diseases to vaccinate for in the NW.
- Can recognize "Red Alert" symptoms and situations.
- Can identify toxic plants and weeds found in the NW.
- Can identify parasite and fly problems and describe methods of control.
- Can show clip appropriately, including bridle paths, ears, muzzle, throat latch and fetlocks.
- Knows the basic equine digestive system.
- Knows about horse teeth and dental care.

Riding and handling skills:

- Can post a trot (English) with correct diagonals.
- Can trot through a designated course without interruption around barrels, over poles etc.
- Can ground drive a pony.

LEVEL FIVE *** - 500 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Can identify conformation faults and effects.
- Can describe "communication" between horse and rider and benefits.
- Rides centered and demonstrates resistance free handling and riding.
- Submits report on purchasing plan- What your ideal horse would be and what things are important to examine prior to purchasing.

Stable Management Practices:

- Can identify and describe 5 major common diseases and prevention.
- Can correctly wrap legs and stable blanket ponies.
- Submit a health plan/calendar for the next year, for either a pony or horse including vaccinations, hoof care, dental care, worming, and conditioning for intended uses and estimated costs for the year.

Riding and handling skills:

- Can walk and post a trot in both directions on the rail without stirrups.
- Can canter on a lunge line, under control with a good seat and proper hand contact.
- Can drive pony under cart and stop and turn correctly.
- Can demonstrate showmanship "in hand" skills with correctly groomed pony.
- Can ride over trails course with obstacles- back through rails, over cavallettis, bridges etc.

Redmond Parks and Recreation Department

FARREL-McWHIRTER PARK PONY CLUB APPLICATION

Name _____ Birthdate _____ Age _____

Address _____ City/Zip _____

Phone (day) _____ (eve) _____

EMERGENCY INFORMATION:

Contact Person: _____ Phone _____

Doctor's Name: _____ Phone _____

1. VOLUNTEER EXPERIENCE:

2. SPECIAL TRAINING AND/OR EXPERIENCE: Please check:

Working with Animals _____ Pony/Horse Instruction _____ Animal Grooming _____ Maintenance _____
Outdoor Program Leadership _____ Program Development _____ Public Relations _____ Pub. Speaking _____

3. OTHER INTERESTS AND SKILLS: _____

4. Please complete statement: *I am interested in volunteering for the Redmond Parks and Recreation Department Pony Programs because:* _____

5. What would you like to gain from Pony Club? _____

6. A. Have you ever taught or worked with children? adults? _____
- B. In what capacity? _____
- C. If not, do you think that you would enjoy educating children and adults? _____
7. How do you feel about talking to groups of people? Have you had public speaking? _____
8. How did you hear about Farrel-McWhirter Park Pony Club? _____
9. A. When are you available to work? (Dates, days of week, times) _____
- B. Do you have any physical limitations? _____ If so, what? _____

10. Please return this form to: Redmond Parks and Recreation Department
Farrel-McWhirter Pony Club MS: FMPK
PO Box 97010
Redmond WA 98073-9710

OR

Bring it with you to the next Pony Club Meeting
Held the 2nd Thursday of each month at Old Redmond Schoolhouse
Community Center-16600 NE 80th St. Redmond
6:30pm – 8:30pm

PONY CLUB VOLUNTEER AGREEMENT

I, _____, agree to provide the following volunteer services to the Redmond Parks and Recreation Department:

WORK SITE: **FARREL-McWHIRTER PARK, REDMOND WA**

DAYS AND HOURS OF SERVICE: **COMPLETE SCHEDULE REQUEST FORM**

POSITION: **PONY CLUB VOLUNTEER**

PROJECT/DUTIES: Assist the Pony Program Instructor with the safe instruction of pony classes for children ages 4-12 years. Duties include: getting ponies ready for programs, grooming, helping with the set-up of classes and putting away equipment and animals after programs; stable and trail clean-up. Will be responsible for helping children groom and ride and will assure that students are doing their tasks correctly and safely. May be required to demonstrate techniques before students under instructor supervision. Will report to the instructor any unsafe equipment, misconduct by the children or pony-related problems

I agree to perform these duties to the best of my ability and to represent the City of Redmond in a courteous and professional manner. I will attend any volunteer orientation or training session required by the Parks Department or site supervisor. I will notify the site supervisor when I am unable to work any of my assigned programs or if I need to cancel my volunteer agreement.

Volunteers must:

1. Complete all forms and return by requested date.
2. Be willing to participate fully without being overly supervised (impacting participants experience).
3. Volunteers must like children and want to participate as a volunteer.
4. We depend on our volunteers. Once assigned to your program dates, we expect you to be there or notify the Parks Department prior if you are unable to come on your assigned day.
5. Volunteers must dress appropriately. Pants and clothing for indoor/outdoor . Dress for the weather each day. Covered shoes are required.

Agreed to by:

Program Supervisor

Date

Volunteer

Date

MEDICAL INFORMATION AND AUTHORIZATION
Pony Club Agreement Attachment

Member Name _____ Birthdate _____ Age _____

Parent/Guardian _____
(needed for minors)

Address _____ City _____ Zip _____

Home Phone _____ Wk Phone: mother _____ father _____

Alternate Emergency contacts:

1. Name _____ Phone _____ Relationship _____

2. Name _____ Phone _____ Relationship _____

Doctor/Hospital _____ Phone _____

Special Information: Medications, allergies, physical limitations (bee stings, foods)



PARTICIPANTS ARE REQUESTED TO SIGN THE FOLLOWING RELEASE.
PARENTS OR GUARDIANS MUST SIGN FOR MINORS.

Should an emergency occur, for which I cannot be contacted, I/we will allow my/our child to be treated by a hospital, physician or certified medical personnel in the event of injury, accident or illness. I/We further agree to assume all risks and hazards incidental to such participation, including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors, volunteers and authorized persons transporting myself or my/our child for any claim arising out of any injury to myself or my/our child.

Signature _____ Date _____

Comments: _____

